

24 MAY 1993

APPENDIX B

NAVY FLYING CLUB INSPECTION CHECKLIST

Reference: (a) OPNAVINST 1710.2E

Organization, Management, and Administration:

- | | Yes | No |
|--|-------|-------|
| 1. Has the sponsoring commanding officer appointed the required advisors to the BOD? (para 202b) | _____ | _____ |
| _____ | | |
| 2. Does the sponsoring commanding officer's advisor attend the BOD meetings? (para 202c (6)) | _____ | _____ |
| _____ | | |
| 3. Has the club manager established operational and administrative procedures to comply with OPNAVINST 1710.2E, FARs, NAVSO P-3520, and other applicable directives? | _____ | _____ |
| _____ | | |
| 4. Do accounting procedures comply with NAVSO P-3520? (para 703b (1)) | _____ | _____ |
| _____ | | |
| 5. Are adequate hangar space and related facilities provided by the base? (para 105b) | _____ | _____ |
| _____ | | |
| 6. Are all required annual inspections being performed? (para 203) | _____ | _____ |
| _____ | | |
| 7. Do the sponsoring commanding officer's inspection teams consist of representatives from: (para 203) | | |
| | Yes | No |
| a. Safety? | _____ | _____ |
| b. Operations? | _____ | _____ |

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c. Maintenance? _____

d. Supply or internal review staff _____

9. Is the BOD properly organized? (para 205) _____

11. Is the manager a paid employee? (para 206) _____

13. Has a chief flight instructor been designated? _____
(para 207)

15. Is a membership and training folder available
for each member? (para 214) _____

16. Does each individual training folder contain the following minimum information? (para 214)

a. Membership data _____
(approved membership application?) _____

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	Yes	No
b. Written examinations? (paras 214e & 414)	_____	_____
c. Check-out records?	_____	_____
d. Annual standardization check-out records?	_____	_____
17. Are pilot information cards available to the flight clearance authority? (para 215)	_____	_____

<u>Aircraft, Equipment and Supplies:</u>		
1. Are new aircraft purchased properly? (para 301)	_____	_____

2. Does the club possess more aircraft than its membership can support? (para 302)	_____	_____
a. Approximately 25 members per aircraft?	_____	_____
b. 35 to 40 revenue-producing hours per month per aircraft?	_____	_____

3. Can aircraft be operated within existing club maintenance resources? (para 302)	_____	_____

4. Are any aircraft and engine replacement parts obtained through the Navy supply system?	_____	_____
a. Are they resold or passed to privately-owned or leased aircraft? (para 305a)	_____	_____
b. Is the cost of parts obtained through the Navy supply system fully reimbursed by the flying club? (para. 304)	_____	_____

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	Yes	No
5. Are fuels and chemicals made available under current Navy Supply System directives? (para 305a)	_____	_____
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6. Is aviation fuel purchased under the Navy Supply System resold to individuals for use in privately-owned aircraft? (para 305a)	_____	_____
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7. Is the cost of aviation fuel procured from the Navy Supply System fully reimbursed by the flying club? (para 305a)	_____	_____
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8. Does club spare parts inventory reflect anticipated usage? (para 306)	_____	_____
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9. Is club property safely and securely stored? (para 306)	_____	_____
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10. Are inventories of club property taken? (para 306)	_____	_____
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11. Do all club aircraft have current FAA registration? (para 307)	_____	_____
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<u>Operations, Training, and Standardization:</u>		
1. Is the established local flying area within 100 nautical miles? (para 401a)	_____	_____
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	Yes	No
2. Is the local flying area clearly displayed in the club facility? (para 401a)	_____	_____
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3. Is a system in effect which ensures that all pilots read and initial the PIF before flying as pilot-in-command? (para 403b (2))	_____	_____
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4. Are all flight clearance authorities designated in writing by the sponsoring commanding officer? (para 401d)	_____	_____
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5. Does the club allow members to perform aerobatic maneuvers other than those allowed in para 4041?	_____	_____
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6. Are solo student pilots permitted to perform touch-and-go landings? (para 405d)	_____	_____
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7. Is there evidence of any flying club aircraft being used for commercial purposes? (para 404i)	_____	_____
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8. Are all cross-country flights (outside the local flying area) formally requested by the pilot-in-command and formally approved by a flying club flight clearance authority? (para 416)	_____	_____
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9. Are up-to-date checklists for performing preflight inspections available for all types of aircraft being flown? (para 409a)	_____	_____
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Yes No

10. If aircraft are operated over water or unique terrain, are life preservers and survival equipment commensurate with the operation available? (para 409)

11. Are checklists available which include procedures for preflight, before start, pretakeoff, cruise, before landing, after landing, secure, postflight, single-engine procedures (if appropriate), normal and emergency procedures, best climb and glide speeds, stall speeds, and lost communication procedures? (para 409a)

12. Are all flights scheduled in the club office before takeoff? (para 410)

13. Does the standardization board meet quarterly, document its meetings, and forward a copy of meeting minutes to the sponsoring commanding officer? (para 412)

14. Is a standardization evaluation flight check given to each flying club member in each specific make and model aircraft before initial flight as pilot-in-command? (para 413)

15. Are the written examination portions (or answer sheets) of all standardization flights, included in the member's training folder? (para 414)

16. Do student pilots demonstrate their proficiency to an instructor pilot at least once each 30 days?

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Yes No

Are student pilots grounded until this requirement is met? (para 415)

17. Are pilots who fail to maintain currency within the appropriate time period grounded until a flight check is accomplished? (para 415a(2) and 415d)

18. Is a primary ground school available for all primary students? (para 418)

19. Has the chief flight instructor developed instructions to be followed by all flight instructors? (para 207)

20. Are check-outs in retractable gear aircraft performed properly? (para 421)

Safety:

1. Is the flying club safety officer a certified private pilot or higher with 200 or more flying hours? (para 502)

2. Are safety meetings conducted at least every 2 months and are minutes available for membership review within 5 work days after the meeting? (para 502b)

3. Has the sponsoring commanding officer appointed the command aviation safety officer or ground safety

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	Yes	No
officer, if not an aviation activity, as an advisor to the BOD? (para 503)	_____	_____

4. Does the command safety officer participate in the quarterly inspection of the club? (para 503b)	_____	_____

5. Are safety related materials available to the flying club? (para 503d)	_____	_____

6. Are flying club mishap reviews available to the club? (para 503d)	_____	_____

7. Does the activity safety officer report accidents and incidents properly? (para 503)	_____	_____

8. Is attendance at club safety meetings mandatory? (para 504)	_____	_____

9. Are members who fail to attend a safety meeting denied all flying privileges until they are cleared by the safety officer? (para 504c)	_____	_____

10. Is the command aviation safety officer familiar with flying club accident and incident reporting procedures and are his or her services readily available to the club? (para 503)	_____	_____

11. Are undue structural stresses such as hard landings or severe turbulence documented on the appropriate aircraft log and is the aircraft		

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	Yes	No
inspected for airworthiness before being released for subsequent flights? (para 602f)	_____	_____

12. Does the flying club safety officer have a premishap plan? (para 502g)	_____	_____

Aircraft Maintenance

1. Is there a preflight checklist available and does the club enforce its' use? (para 408)	_____	_____

2. What is used to document a discrepancy found on a club aircraft? (para 602)	_____	_____

3. How are club aircraft kept from being flown with uncorrected Safety-of-Flight discrepancies? (para 603c(5))	_____	_____

4. Is there a maintenance discrepancy log for each aircraft that contains all discrepancies and corrective actions for the last 200 hours of operation? (para 602e)	_____	_____

5. Is the post maintenance history for each aircraft available for review? (FAA Advisory Circular 43-9A)	_____	_____

6. Has all the maintenance requiring airworthiness certification been logged in the aircraft/engine logbook? (para 603c(6))	_____	_____

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	Yes	No
7. Do the entries bear the signature and license number of an appropriately rated mechanic? (FAR, parts 43.0 and 43.11)	_____	_____

8. Does the maintenance officer coordinate all club maintenance requirements? (para 603c)	_____	_____

9. Is the sponsoring activity providing support when needed? (paras 304 and 603c(1))	_____	_____

10. Is the maintenance scheduled so as to provide maximum availability of aircraft during peak times (weekends, holidays)? (para 603c(12))	_____	_____

11. Does the maintenance program provide for the following? (para 601)		
a. A schedule of FAA required inspections?	_____	_____

b. Routine inspections?	_____	_____

c. Engine replacement or overhaul?	_____	_____

d. Component overhaul or replacement?	_____	_____

e. Replacement of hoses at required intervals?	_____	_____

f. Positive corrosion control? (AC 43-4)	_____	_____

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Yes No

12. Are aircraft maintenance checklists available for each type aircraft? (para 602b)

13. Are the checklists used when performing required maintenance inspections? (para 602b)

14. Is an adequate Tool Control Program in writing and working? (para 603c(3))

15. Are the replacement parts under positive control? (para 603c(4))

16. Is there an up-to-date inventory of supplies? (para 306)

17. Are logbooks maintained for each club aircraft and engine as required by FAA directives? (para 603c(6))

18. Is the club on automatic distribution for changes and revisions to manufacturer's publications and FAA directives? (para 603c(10))

19. Does the club have the following? (para 603c(10)(a)-(1))

- a. Manufacturer's publications for each type aircraft, engine, and propeller maintained by the club (service manuals, letters, and bulletins).

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	Yes	No
b. FAR 39 (Airworthiness Directives and Volume 1, Summary of Airworthiness Directives for small aircraft).	_____	_____
c. FAR, part 43 (Maintenance, Preventive Maintenance, Rebuilding, and Alteration)	_____	_____
d. FAR, part 45 (Identification and Registration Markings)	_____	_____
e. FAR, part 47 (Aircraft Registration)	_____	_____
f. FAR, part 61 (Certification: Pilots and Flight Instructors) (para 403b(1)(b))	_____	_____
g. FAR, part 65 (Certification-Airman other than Flight Crewmembers)	_____	_____
h. FAR, part 91 (General Operating and Flight Rules) (para 403b (1)(b))	_____	_____
i. FAA AC 43-16 (General Aviation Airworthiness Alerts)	_____	_____
j. FAA AC 41-13.1A (Acceptable Methods, Techniques and Practices - Aircraft Inspection and Repair)	_____	_____
k. FAA AC 41-13.2A (Acceptable Methods, Techniques and Practices - Aircraft Alterations)	_____	_____
l. FAA AC 43-4 (Corrosion Control for Aircraft)	_____	_____
m. FAA AC 43-9 (Maintenance Records, General Aviation Aircraft)	_____	_____

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	Yes	No
20. Are quarterly material condition inspections being performed on each club aircraft? (Station AIMD/OMD QA) (para 604b)	_____	_____
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21. Is there a record of previous quarterly material conditions inspections?	_____	_____
22. Check one or more club aircraft for:		
a. Up-To-Date airworthiness certificate (FAR, parts 43 and 91)	_____	_____
b. Current aircraft equipment inventory (para 603c(11))	_____	_____
c. Current Weight and Balance para 603c(11))	_____	_____
d. Cabin interior for FOD	_____	_____
e. Engine cavity for FOD	_____	_____
f. Exterior for corrosion, loose/missing fasteners	_____	_____
23. Does the club status board reflect the following for each aircraft? (para 603c(13))		
a. Time until 100-hour inspection	_____	_____
b. Date annual inspection, transponder, pitot static, and ELT battery checks due	_____	_____
c. Time until major overhaul (if applicable)	_____	_____
d. Time until next AD (including next recurring)	_____	_____
e. Current aircraft status	_____	_____
24. How many people have flight clearance authority (certified private pilot or higher with 200 or more flight hours - club manager excluded)? (para 401f) (Number_____)		

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	Yes	No
25. Check the hangar for the following:		
a. Grounding points for aircraft (MIL-HDBK-274 & NEPA 410)	_____	_____
b. Safety precautions posted for each piece of shop machinery (OSHA 29 CFR 1910.145)	_____	_____
c. Electrical power control switches for each piece of shop machinery (painted red) (NAVFAC P-309)	_____	_____
d. Hazard areas properly marked, identified and color coded (NAVFAC P-309)	_____	_____
e. Proper storage of flammable materials (OPNAVINST 5100.23C, para 19003A)	_____	_____
f. Eye protective equipment for operating eye hazardous equipment (OPNAVINST 5100.23C, para 19003A)	_____	_____
g. Emergency eyewash facility provided in areas where corrosive materials are used (ANZI Z358.1-1981)	_____	_____
h. Provisions for disposal of hazardous waste (OSHA 29CFA 1910.106)	_____	_____
26. Does the maintenance officer have, in writing, a fuel quality assurance program? (para 603c(8))	_____	_____
27. Does the maintenance officer coordinate and conduct a FOD walkdown of the hangar spaces and ramp areas, which are used by the flying club, a minimum of once a week? (para.603)	_____	_____

Financial Management:

1. Does the club's management of assets, payment of liabilities and billing, and collection of income substantially conform to NAVSO P-3520, OPNAVINST 1710.2E, and the club's constitution, bylaws and regulations? (NAVSO P-3520, para 352)	_____	_____
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	Yes	No
2. Do accounts, records and procedures support an internal control system? (NAVSOP-3520, para 602).	_____	_____
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3. Are annual reports supported by accounting records and previous annual reports to assure substantial accuracy? (NAVSOP-3520, para 515)	_____	_____
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4. Are cash receipts accurately documented and safeguarded? (NAVSOP-3520, para 521)	_____	_____
<hr/>		
5. Are bank statements reconciled monthly? (NAVSOP-3520, para 515)	_____	_____
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6. Are investments of club assets made according to NAVSOP-3520? (para 363)	_____	_____
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7. Are accounts receivable periodically reviewed? Is action taken against accounts 60 days or older? Are uncollectible accounts written off against bad debt expense with commanding officer approval? (NAVSOP-3520, para 362)	_____	_____
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8. Are inventories of resale items taken periodically? Is pricing of resale inventories sufficient to cover the cost of goods sold and the overhead of maintenance? (NAVSOP-3520, paras 570 and, 574)	_____	_____
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9. Are changes in the value of fixed assets documented? (NAVSOP-3520, paras 572 and, 574)	_____	_____
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OPNAVINST 1710.2E

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Yes No

10. Have depreciation schedules been derived for fixed (noncurrent) assets? Is depreciation expense recorded? (NAVSOP-3520, para 572)

11. Are bills paid promptly? Are invoices supported by copies of purchase orders? Are invoices certified for payment? (NAVSOP-3520, paras 550 and 552)

12. Review payroll for pay computation, completeness of earnings records, that IRS Form 941 agrees with pay records and that withholding taxes and FICA are paid when due. Is unpaid payroll as of 30 September recorded as a liability? (NAVSOP-3520, para 560)

13. Are any other payables, such as amounts due CHNAVPERS, a bank or a lessor for aircraft, outstanding as of 30 September, recorded as liabilities? (NAVSOP-3520, paras 364, 580 and 582)

14. Net worth as of the end of the preceding fiscal year, and as reported on the annual report, plus profit/minus loss, and adjusted for transfers to or from funded reserves, should equal net worth as of the end of the report year. Has present net worth been accurately stated? (NAVSOP-3520, paras 580 and 582)

15. Have service charge rates been approved by the commanding officer? (BUPERSINST 1710.13)

16. Does the rate structure cover all club expenses including insurance, depreciation and reserves for overhaul? (BUPERSINST 1710.13).

Appendix B
To Enclosure (1)

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Yes No

17. Do monthly statements agree with members' accounts? (BUPERSINST 1710.13 and NAVSO P-3520, para 525)

18. Is each income category shown on the annual report recorded and supported by appropriate documentation? (NAVSO P-3520, para 602)

19. Do procurement procedures conform to BUPERSINST 7043.1, Procurement Handbook for Nonappropriated Fund Activities?

20. Do resale prices agree with both procurement documents and invoices? (NAVSO P-3520, paras 550 and 551)

21. Do rental agreements exist for leased aircraft? Are rental rates competitive? Do lease agreements provide for sole use by the flying club? Are leased aircraft equally available to all club members? Do lease agreements provide for termination if the aircraft is inoperable? Do lease agreements specify maintenance requirements? (para 301).

22. Where applicable, do storage and tie-down agreements exist? Are charges in accordance with the agreement? Are privately-owned aircraft excluded from such agreements?

23. Have major overhauls and routine maintenance been deferred due to insufficient funds? Does the club provide for these expenses?

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Yes No

24. Are all club aircraft assets properly insured?
Are insurance requirements promptly forwarded to
CHNAVPERS? Are insurance premiums paid promptly?
(para 803)

25. Where material errors have been found in club
financial records, have amended reports been filed?
Has corrective action been taken on all
discrepancies? (BUPERSINST 1710.13)
